

## Organization Completed

Date

Licensing Manager, District  
Comptroller of the Currency  
Address  
City, State, ZIP Code

Re: Application Description, CAIS Control Number

Dear Licensing Manager:

I certify that all of the following documents required for the organization of (name of national bank) have been executed and are retained in the bank's file.

- C First Meeting of Organizers.
- C Oath and List of Organizing Directors.
- C Organizing Board's First Meeting.
- C Notice of First Shareholders' Meeting.<sup>1</sup>
- C Minutes of First Shareholders' Meeting.
- C Subscription.
- C First Meeting of Directors.
- C Form of Stock.
- C Certification from depository bank that the capital funds have been deposited to the credit of the national bank.

We also certify that we:

- C Have met or will meet all of the standard (and special) conditions included in our preliminary approval (or conditional approval) letter.
- C Hired a cashier who is/will be in place before our scheduled opening date.
- C (If applicable) Made application to the Federal Reserve for membership.
- C (If applicable) Received final approval for deposit insurance from the FDIC.
- C Designated a compliance officer and a security officer in the minutes of the board of directors.
- C Signed a contract with a data processing servicer.
- C Installed necessary furniture, fixtures, and equipment.
- C (If applicable) Completed building construction.

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<sup>1</sup>The notice and minutes of shareholders' meeting may be replaced by a certification of unanimous written consent of all shareholders.

- C Fulfilled the minimum security devices requirements of 12 CFR 21.
- C Are year 2000 compliant or, if appropriate, have a plan in place to monitor the vendors' year 2000 conversion efforts and have developed contingency plans, including trigger dates, for critical applications should the vendor's solutions or time frames be inadequate.

The following documents are enclosed:

- C Oath and List of National Bank Directors (Joint/Individual).
- C Capital Stock Payment Certificate.

**[For charters sponsored by existing holding companies]**

We propose to open on (date) and will await your acknowledgment of final approval, including branch approval (if applicable), before proceeding with the opening.

**[For standard charters]**

We propose to open on (date). Please assign an examiner to conduct a preopening examination approximately two weeks before our desired opening date.

Sincerely,

Signature

Secretary of the Board